

# Administrative Office of the Courts

Supreme Court of New Mexico

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## RESPONSES TO QUESTIONS FOR REQUEST FOR PROPOSAL FOR STATEWIDE JURY MANAGEMENT SYSTEM QUESTIONS AND ANSWERS:

1. Does a juror's service on multiple juries in a single day result in multiple payments for that single day?  
**ANSWER:** No, the juror will receive a single payment if they serve on multiple juries in a single day.
2. Can you please clarify that you want the ability for the jury clerk to add notes into the system.  
**ANSWER:** Yes, we want jury clerks to have the ability to add notes in the system, view them and have them part of the juror's history.
3. Is there a complimentary requirement about whom within the organization can see those notes?  
**ANSWER:** Any jury personnel that has access to the system will be allowed to view notes.
4. Is this limited just to that single clerk or the group of clerks?  
**ANSWER:** Notes can be viewed by all who have access to the system and should remain in the participant's history.
5. Functional Requirements #6.8 - Does the correction of a financial requirement occur before or after payment has been made to a juror?  
**ANSWER:** Before a payment has been made to a juror.
6. In Section IV D Project Strategy and Approach, is the AOC asking for a projected project schedule, rather than a project plan as defined in Service Requirements 1.8?  
**ANSWER:** AOC is requesting that the Project Management Plan include a Project Schedule.
7. Given the length of our audited financial statements, can Bidders provide a link to where the document can be found online?  
**ANSWER:** Yes, a link can be provided if the financial statement exceeds 25 pages.

8. Section III.A states one proposal is to be submitted, but III.C calls out the Technical and Business Proposal, Cost Proposal, and Other Supporting Material. Should all three be included in one binder or separate binders?

**ANSWER:** One binder or separate binders, either will be accepted.

9. Page 16 says packages should be marked as in response to Printing and Mailing of Jury Summonses Request for Proposals, but the procurement is for a Statewide Jury Management System for the New Mexico Administrative Office of the Courts. Which is correct?

**ANSWER:** This was an error on the AOC part. Proposals must be labeled on the outside of the package as to indicate clearly that they are in response to the Statewide Jury Management System Request for Proposals.

10. Section IV.D.2 has lettered subsections beginning with the letter “b”. Please confirm requirement “a” is not missing and the section was just misnumbered.

**ANSWER:** Section IV. D. 2 b-e was a numbering error. There is not an “a” requirement.

11. The outline of the Technical and Business Proposal required sections on page 22 lists “2. Proposal Summary,” but no explicit requirements are supplied for its contents. Is any specific information required in section “2 Proposal Summary” or is it comparable to an Executive Summary?

**ANSWER:** It is comparable to an Executive Summary.

12. Are all counties on a centralized network such that if a hosted solution were implemented, a single VPN tunnel could be used to support all clerks?

**ANSWER:** Yes, a single VPN tunnel can be utilized.

13. Please provide a breakdown of number of users per court/district?

**ANSWER:** We estimate about 176 total users, as follows:

- 42 magistrates courts state wide will each need about 2 users (total 84 users);
- Bernalillo County Metropolitan Court will need about 20 users;
- 13 Judicial District Courts statewide: 1<sup>st</sup> - 5 users, 2<sup>nd</sup> - 8 users, 3<sup>rd</sup> - 5 users, 4<sup>th</sup> - 4 users, 5<sup>th</sup> - 8 users, 6<sup>th</sup> - 5 users, 7<sup>th</sup> - 4 users, 8<sup>th</sup> - 5 users, 9<sup>th</sup> - 4 users, 10<sup>th</sup> - 3 users, 11<sup>th</sup> - 3 users, 12<sup>th</sup> - 4 users, and 13<sup>th</sup> - 8 users. (Total 66 users);
- AOC - 6 users.

14. 4.7. Provide the ability for jurors to be used on multiple panels at the same time.” Can the AOC provide clarification on this requirement? Does the court anticipate jurors serving on more than one jury at a given time?

**ANSWER:** Some courts have more than one trial scheduled per day, and a person may be selected to serve on more than one trial in a day. That person will not serve on more than one trial at the same time, but may have to serve on more than one trial in a single day.